

CFS G/L MONTH-END CLOSING SCHEDULE

FEBRUARY 2005 – Revised 2/3/05

CLARIFICATION of this Closing Information & WHAT is actually closing:

- The CAMS system is **NOT** “going down” & “restricting” users from access. This memo refers to the CFS General Ledger period (the CFS G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
 - Module transaction activity can be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period/month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

TIER “ONE” CFS Module Closing

The following modules, “Tier ONE”, will be placed in “PRELIMINARY” close (Modules will be placed “FINAL” close on 5th workday of the following month) for the **February 2005 General Ledger** **(CLOSED for FEBRUARY 2005 activity)**:

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)

NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations, etc.)

AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

On **MONDAY, February 28, 2005, at 8:00 AM EST.**

After 8:00 AM EST, the modules mentioned above, “Tier ONE,” may begin working on March 2005 transactions; GL End Date ‘28-FEB-2005’ will no longer be available for input.

TIER “TWO” CFS Module Closing

The following modules, “Tier TWO”, will be placed in “PRELIMINARY” close (Modules will be placed “FINAL” close on 5th workday of the following month) for the **February 2005 General Ledger** **(CLOSED for FEBRUARY 2005 activity)**:

AR – Accounts Receivable (Collections and Reimbursable WIP Process, etc.)

The Reimbursable WIP process will be kicked off @ 8:05 am EST on Monday, February 28th & is expected to take 1-2 hours to complete.

On **MONDAY, February 28, 2005, at 10:00 AM EST.**

NOTE: Between 8:00 AM EST until 10:00 AM EST on Monday, February 28th, while the Reimbursable WIP process is running, the modules mentioned above, “Tier TWO,” should **NOT** enter ANY transactions until the “Tier TWO” modules are closed. **ONLY after** February 2005 is closed for “Tier TWO” modules @ 10:00 AM EST on Monday, February 28th may “Tier TWO” modules mentioned above begin working on March 2005 transactions.

TIER “THREE” CFS Module Closing

The following modules, “Tier THREE”, will be placed in “PRELIMINARY” close (Modules will be placed “FINAL” close on 5th workday of the following month) for the **February 2005 General Ledger** **(CLOSED for FEBRUARY 2005 activity)**:

ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 10:05 am EST on Monday, February 28th & is expected to take from 5-7 hours to complete.

GJ – General Journal (GJs and Labor, etc.)

GL – General Ledger

On **MONDAY, February 28, 2005, at “Time to Be Determined” EST (Estimated, depending on CA O/U process & other month-end activities completion).**

NOTE: Between 8:00 AM EST on Monday, February 28th until the February G/L Month is closed, the modules mentioned above, “Tier THREE,” should **NOT** enter ANY transactions while February 2005 is still open. **ONLY after** February 2005 is closed may “Tier THREE” modules mentioned above begin working on March 2005 transactions.

2/4/2005

10:39 AM

SPECIAL INSTRUCTIONS:

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
 - Please do ***NOT*** approve ***ANY*** SLTs or Labor Transactions **after COB, Thursday, February 24th until after the February 2005 G/L Period is closed.** Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
 - **These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.**
- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the “Tier ONE” closing.**

NOTE #1: DISBURSEMENT PROCESS (PM102, PM103, PM206) will not run the last three business days of the month prior to the closing date of the AP module.

NOTE #2: DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing of the last Tier for CFS modules. Clientservices will email all DW users of complete month-end data availability in the DW as well as the Preliminary Close of the G/L period.

DATA WAREHOUSE Snapshot & Refresh Process:

Please revise the schedule of the DW Snapshot & Refresh process for **Monday, February 28, 2005**, to start the process @ **9:00 PM EST**, instead of 11:00 PM EST on that day. Thank you.

Please pass this information along to end users in your area or any others you think may be interested.